

WE ARE HIRING

RETAIL PARK ESTATE MANAGER



Established in 1967, IPUT plc is Ireland's leading commercial property investment company, with a portfolio of 95 properties and a portfolio value of €2.9 billion. IPUT owns and manages a portfolio comprising over 5.2 million sq ft across the retail, office and logistics sectors.

IPUT Asset Services Limited is a wholly owned subsidiary of IPUT plc and has an existing team of experienced, professional property and building managers who strive to achieve the highest level of service and facilities management.

IPUT Asset Services Limited is now seeking an experienced Retail Park Estate Manager for Carrickmines Park, Dublin 18.

Responsibilities

Reporting to the senior property manager, and working as a key member of the portfolio management team, the role will involve:

- Leading the operational and promotional management aspects of Carrickmines Park to the highest standard;
- Working with the property management team to ensure the retail park is the destination of choice for both occupiers and customers;
- Proactive day-to-day estate management including: implementation of the retail park strategy, devising a customer centric culture, on-site presence to promote strong working relationships with retailers and other third-parties, managing facilities and other estate enhancement activities;

- Budget and financial management, including: procurement and oversight of all services, service charge financial reporting, managing existing and developing new revenue streams;
- Manage all service and contractor related agreements and delivery including service level agreements;
- Responsibility for site services risk management and compliance with all H&S statutory requirements;
- Conducting asset life cycle analysis and assisting with site development activities as required;
- Pursue enhanced sustainability strategies.

Personal Profile

- Previous retail park / shopping centre management experience with a related qualification in commercial property or facilities management;
- Experience in customer services management and devising and implementing communication plans;
- Excellent project management skills with a proven track record in managing third party providers;
- Experience in managing assets in line with Environmental, Social & Governance and Health & Safety principles and best practice;
- Strong attention to detail;
- Full clean drivers licence;
- Flexibility regarding working hours.

This is a full-time permanent role with IPUT Asset Services Limited and comes with an attractive remuneration package.

If you are interested in applying for this role, please email a cover letter together with an up to date CV to careers@iput.com